



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-637

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ENVIRONMENTAL PROTECTION AND RESOURCE MANAGEMENT

ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

5/31/89 Serald R. Lusk
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/2/89 Donald H. Healy Jr.
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

5-30-89 R. Sent W. Shesky
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/1/89 Shirley L. G...
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> These files contain office copies of Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years from date of record, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>VOLUNTARY DESTRUCTION AGREEMENT FILES</u> These files are maintained by the Bureau of Regional Community Services and contain receipts for samples used to determine compliance with Maryland food laws and plans for involuntary embargoes.	Retain for five (5) years after date of agreement, then destroy.
8.	<u>PUBLIC SCHOOLS - ALL FILES</u> These are maintained by the Bureaus of Regional Community Services and Air Quality and Waste Management. They include but are not limited to: A. Drawings and Plats B. Food service inspection reports C. Notice of Detention D. Water sample reports E. Correspondence and equipment specifications F. Physical plant inspection reports	Retain for ten (10) years; five (5) years in office, then five (5) years at the Record Center, then destroy.
9.	<u>DAY CARE CENTER FILES</u> These files are maintained by the Bureau of Regional Community Services. They contain Environmental and Water Sample Reports.	Retain annual environmental reports for five (5) years, then destroy. Retain water sample reports for three (3) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
10.	<u>INSPECTION OF NONPUBLIC SCHOOL FACILITIES</u> These files are maintained by the Bureau of Regional Community Services. They document the inspections of school lunch rooms but may also include inspection reports on buildings, grounds, classrooms, and sanitary facilities.	Retain for three (3) years from date of inspection, then destroy.
11.	<u>INSPECTION OF PRISON FOOD SERVICE FACILITIES</u> These files are maintained by the Bureau of Regional Community Services. It contains food service inspection forms and may also contain plans and drawings.	Retain inspection forms for three (3) years from date of inspection, then destroy. Film all plans and drawings and retain film in office for the duration of the establishment, then destroy. When film is accepted, destroy paper records.
12.	<u>RODENT CONTROL SURVEYS</u> These files are maintained by the Bureau of Regional Community Services. They include: A. Rodent Survey Inspection Forms B. Follow-up Studies C. Progress of Extermination Reports	Retain for ten (10) years, from date closed, then destroy.
13.	<u>FUMIGATION RECORDS</u> These records are maintained by the Bureau of Regional Community Services. They include notices of sealed homes, trailer and boat fumigation reports; also follow-up inspection reports.	Retain for two (2) years from date closed, then destroy.
14.	<u>WATER SUPPLY AND TESTING FILES</u> These files are maintained by the Bureaus of Regional Community Services, Air Quality and Waste Management, and Water Quality and Resource Management. They are indexed alphabetically by location and include but are not limited to the following: A. Bacteriological drinking water reports B. Drinking water analysis reports C. Well water analysis reports D. Field record of bacteriological drinking water E. Drinking water lab test results F. State of Maryland well completion reports G. Memos and correspondence	Retain for three (3) years, then microfilm and destroy papers after film is accepted. Retain microfilm permanently in office.



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ITEM NO.	DESCRIPTION	RETENTION
15.	<u>SPECIAL FOOD SERVICE PERMIT FILES</u> These files are maintained by the Bureau of Regional Community Services. They contain onetime short term permits for food service facilities; inspection and information for proper sanitation may also be included.	Retain for three (3) years, then destroy.
16.	<u>FOODBORNE ILLNESS INVESTIGATION FILES</u> These files are maintained by the Bureau of Regional Community Services. They contain but are not limited to foodborne poisoning reports and investigation of foodborne outbreak reports.	Retain for ten (10) years (five (5) years in office and then five (5) years in Records Center), then destroy.
17.	<u>AIR QUALITY CONTROL SITE INFORMATION FILES</u> These files are maintained by the Bureau of Air Quality and Waste Management and they contain but are not limited to: A. National air monitoring site reports B. Air sampling station site forms C. Air monitoring location surveys D. Plats, correspondence, and documents of site	Retain for fifteen (15) years, seven (7) in office and eight (8) in the Records Center, then destroy.
18.	<u>COMPLAINT FILES</u> These files are maintained by the Bureau of Regional Community Services and Air Quality and Waste Management. They contain but are not limited to three part forms including work copies (white), file copies (yellow), and radio room copies (pink). They document ordinary complaints to this agency (weeds, rodents, etc.) and more serious complaints (sewage discharge into streams and other environmental pollution or hazards) and air quality control complaints and investigation, records and observation of visible emissions, including telephone memoranda and correspondence. They may also include lab samples when necessary.	Retain ordinary complaints and air quality control complaints for three (3) years from date complaint is closed (corrected), then destroy. Retain serious complaints for five (5) years after complaint is closed (corrected), then destroy.
19.	<u>COMPLAINT CONTROL LOG (Master and Division)</u> These files are maintained by the Bureau of Air Quality and Waste Management. They contain registration of item by number, date, person making complaint, investigator, location and general nature of complaint.	Retain Air Quality Control master log for three (3) years, then forward to State Office of Department of Environmental Protection and Resource Management. Retain all other logs for three (3) years from date of last entry, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
20.	<p><u>RESTAURANT AND FOOD SERVICE FACILITIES INSPECTION FILES</u></p> <p>These files are maintained by the Bureaus of Air Quality and Waste Management and Regional Community Services. These files contain but are not limited to the following:</p> <ul style="list-style-type: none">A. Request for liquor licensesB. Water sample reportsC. Frozen desserts inspection reportsD. Food service inspection reportsE. Observation sheetsF. Notice of detention or embargoG. Correspondence and equipment specificationsH. Drawings and plats transferred from new establishment construction filesI. Special exception approvals <p>Files incorporate item #21 after project is completed. The Air Quality Division retains their copy of this file in their Premise Files (item #24), except C.</p>	<p>Retain items a through g for five (5) years, then destroy. Retain plans and special exception approvals for five (5) years after date of last entry, then destroy.</p>
21.	<p><u>NEW ESTABLISHMENT CONSTRUCTION FILES</u></p> <p>These files are maintained by the Bureaus of Water Quality and Resource Management and Air Quality and Waste Management. They contain but are not limited to the following:</p> <ul style="list-style-type: none">A. Layouts of facilities, plumbing and drawingsB. Plats and PlansC. Equipment specificationsD. Request for occupancy permitsE. Correspondence, inspections, and remarks <p>If the particular site is served by private water and sewer, these records are also maintained in the Water and Sewer divisions "Special Files".</p>	<p>When permit is granted files are transferred to item #20. If permit is for private system, microfilm after permit is issued and retain film for thirty (30) years, then destroy.</p>
22.	<p><u>MOBILE HOME PARK INSPECTION FILES</u></p> <p>These files are maintained by the Bureau of Regional Community Services. They document inspections and complaints and contain but are not limited to the following:</p> <ul style="list-style-type: none">A. Copies of applications for Trailer Park PermitsB. State license to operate a mobile home parkC. Mobile home park inspection sheetsD. Complaint form/first notice of violations, abatement order and final notice	<p>Retain water samples, complaints, correspondence, and forms for three (3) years, then destroy.</p> <p>Film plats and drawings and destroy paper after film is accepted. Retain film for life of facility, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
23.	<p><u>SWIMMING POOL FILES</u> These files are maintained by the Bureau of Regional Community Services. They include forms regulating use of swimming pools including the following:</p> <ul style="list-style-type: none">A. Licensing and inspection formsB. Application for permit to operate a public swimming poolC. Application for public swimming pool operator and lifeguardD. public pool closure formE. Specification sheet and follow-up inspectionF. Swimming pool weekly operating recordG. Various licenses and permitsH. Bacteriological report on swimming water	Retain for three (3) years after the date the file is closed, then destroy.
24.	<p><u>PREMISE FILE</u> These files are maintained in the Bureau of Air Quality and Waste Management. They contain the following:</p> <ul style="list-style-type: none">A. Premise Inspection ChecklistB. Permits to OperateC. Plats and DrawingsD. Correspondence and Memos	These files incorporate the division's copy of item #20. Retain in office until building is destroyed and file is closed. Transfer to record center and retain for 12 years, then destroy.
25.	<p><u>REGISTRATION CARD FILES</u> These computerized printouts are maintained by the Bureau of Air Quality and Waste Management and are indexed alphabetically by premise name. They are received monthly from the State of Maryland, who compiles the data sent in by the County Air Quality Control Division.</p>	Retain until updated or no longer needed, then destroy.
26.	<p><u>DATA REPORT FILES</u> These reports are retained by the Bureau of Air Quality and Waste Management and contain air monitoring summaries and environmental protection agency summaries. They are filed alphabetically by premise name.</p>	Retain for twenty (20) years after date of project completion, ten (10) years in office and ten (10) years in the Records Center, then destroy.
27.	<p><u>OPEN BURNING PERMIT LOGS</u> This log is maintained in the Bureau of Air Quality and Waste Management. It is indexed chronologically by permit number and includes issue and expiration dates, name, investigation, location, nature, and purpose.</p>	Retain for one (1) year after expiration date of last entry, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
28.	<p><u>APPLICATION FOR USE OF OPEN FIRES</u> These files are maintained by the Bureau of Air Quality and Waste Management. They include site inspections, property sketches, restrictions, and signatures of the Health Officer. They may also include "Emergency Order Preventing Burning" documents.</p>	Retain for one (1) year after date copy of application is issued, then destroy.
29.	<p><u>AIR QUALITY PROJECT FILES</u> These files are maintained in the Bureau of Air Quality and Waste Management and may contain but are not limited to correspondence, notes on large, ongoing projects such as fuel sampling, vapor recovery, open burning, and vehicle emissions. They are indexed alphabetically by site or premise name. Files that document potentially dangerous or environmentally hazardous projects remain active for longer periods.</p>	Retain for three (3) years after date project ends, then destroy.
30.	<p><u>SCAVENGER PERMITS</u> These files are maintained by the Bureau of Water Quality and Resource Management. They contain permits issued to scavengers which are indexed alphabetically by company name.</p>	Screen annually and dispose of that material no longer needed, including expired permits that are renewed in the current year. Retain expired but unrenewed permits for one (1) additional year from date of issue, then dispose.
31.	<p><u>COMMENTS ON ZONING VARIANCES</u> These files are maintained in the Bureau of Water Quality and Resource Management and are filed alphabetically by location name. They contain department comments on applications for zoning variances and a copy of the request for variance. The original documents are maintained in the office of Planning and Zoning.</p>	Retain for one (1) year after the departmental comments are filed in the office of Planning and Zoning, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
32.	<p><u>SANITARY SURVEY FILES</u> These files are retained in the Bureau of Water Quality and Resource Management and are indexed alphabetically by area name. They contain surveys done at the request of citizens regarding possible extensions of public water and sewer lines into specific areas. They determine if the extensions are warranted by public health reasons such as failing septic systems or contaminated groundwater. Files are segregated according to surveys that lead to water and sewer extensions and those that are not extended.</p>	<p>Retain those surveys that lead to extensions of water and sewer lines for ten (10) years after project is completed (five (5) years in office and five (5) years in records center), then destroy. Retain those that are not extended for fifteen (15) years (five (5) years in office, ten (10) years in record center), then destroy.</p>
33.	<p><u>PERCOLATION TEST FILES</u> These files are maintained by the Bureau of Water Quality and Resource Management. They are indexed geographically by location and contain the following:</p> <ul style="list-style-type: none">A. Application for enclosure to Permit percolation testB. Test results and DEPRM minimum recommendationsC. Changes of recommendationsD. Certificate of complianceE. Scale drawing requestF. Well pump form	<p>Retain for ten (10) years (five (5) years in office and five (5) years in records center) after test date, then destroy.</p>
34.	<p><u>COMMERCIAL FILES</u> These files are maintained by the Bureau of Water Quality and Resource Management and are indexed geographically and alphabetically by location address. They include but are not limited to a copy of the percolation test, engineer's plans for sewage and waste water, percolation spot information, plans for drinking water and construction are included along with memos and correspondence.</p>	<p>Retain in office for three (3) years after file is completed, then microfilm. After film is accepted, destroy paper records. Retain film permanently in office.</p>
35.	<p><u>MAJOR SUBDIVISION FILES</u> These files are maintained by the Bureau of Water Quality and Waste Management and are indexed alphabetically by subdivision name. They contain required forms for development of more than two (2) lots of subdivided land such as long term sewage plans for waste and potable water, plats, drawing and correspondence.</p>	<p>Retain in office until subdivision is completed then microfilm. Destroy paper records after film is checked and validated. Retain film in office permanently.</p>



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ITEM NO.	DESCRIPTION	RETENTION
36.	<p><u>PERMITS</u> These files are maintained by the Bureau of Air Quality and Waste Management and are indexed alphabetically by permit holder. They may contain applications and permits to operate and maintain chemical and petroleum product handling and storage systems. They may be short term (overnight) or long term (three years).</p>	Retain permits in office for five (5) years after permit or business expires, then destroy.
37.	<p><u>WASTE DISPOSAL FACILITY FILES</u> These files are maintained in the Bureau of Air Quality and Waste Management and are indexed alphabetically by site. They may include the following:</p> <ul style="list-style-type: none">A. PermitsB. Inspection or investigation reportsC. Chemical analysis of ground and surface waterD. Construction documents and plansE. Correspondence	Retain for ten (10) years in office after file is closed, then purge and destroy items C and D. Film items A and B and retain film for Thirty (30) years. Destroy paper records after film is checked and validated.
38.	<p><u>COMPLAINT INVESTIGATION FILES</u> These files are maintained in the Bureau of Air Quality and Waste Management and are indexed alphabetically by location. They may contain but are not limited to original complaint and follow-up reports and documents relating to the investigation.</p>	Retain files for ten (10) years after investigation is completed, then destroy.
39.	<p><u>SUBDIVISION FILES</u> These files are maintained in the Bureau of Engineering Services and are indexed alphabetically by location. They may contain sediment control plans for subdivisions, inspection reports, complaints and enforcement actions.</p>	Retain in office for one (1) year after subdivision is completed, then destroy.
40.	<p><u>SEDIMENT CONTROLS PLANS</u> These files are maintained in the Bureau of Engineering Services and may contain, but are not limited to, plans review and approval evaluations with departmental comments on plans.</p>	Retain in office for duration of permit, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
41.	<p><u>SECURITY BOND FILES</u> These files are maintained by the Bureau of Engineering Services and are indexed chronologically by permit number. They may include copies of letters of credit, passbooks, certificates of deposit or certified checks along with a copy of permit. They also document disposition of security when the account is closed.</p>	<p>Retain for twenty (20) years after account is closed (five (5) years in office and fifteen (15) years in the records center).</p> <p>NOTE: about to be computerized. Once this is done, retain paper files in office five (5) years after input to computer then destroy. Retain record on computer for fifteen (15) years, then purge and destroy.</p>
42.	<p><u>PROJECT FILES</u> These files are maintained in the Bureau of Engineering Services and are indexed alphabetically by location. They may contain plats and plans relating to storm water management and resulting inspection reports.</p>	<p>Retain paper in office until project is completed (built out), then microfilm plats and plans. Destroy paper (plats and plans) after film has been accepted. Retain film permanently.</p> <p>Engineering computations are microfilmed after project has been completed. The original of the microfilm is retained permanently in Records Management. The paper is transferred to the Record Center and is retained for twenty five (25) years, then destroyed. The working copy of the film is retained in the originating office until no longer needed.</p>



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ITEM NO.	DESCRIPTION	RETENTION
43.	<u>RED CROSS SWIM WATER SAMPLES</u> These files are maintained by the Bureau of Regional Community Resources and are arranged alphabetically by beach site name. They may contain but are not limited to weekly water samples from public beaches.	Retain for three years after date of test results, then destroy.
44.	<u>CAMP AND BEACH INSPECTION FILES</u> These files are retained by the Bureau of Regional Community Services and are indexed alphabetically by facility name. They may contain but are not limited to the following: A. Inspection sheets B. Camp facilities inspection sheets C. Water samples and chemical analysis reports D. Correspondence reports	Retain items A, B, and D for five (5) years from date of inspection, then destroy. Film item C and retain film permanently in office. After film is accepted, destroy paper.

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY *DEPRM* 2. DIVISION *Administration* 3. UNIT _____

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE *GENERAL CORRESPONDENCE* 5. EARLIEST YEAR/LATEST YEAR _____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
*Subject arrangement of original incoming letters, copies
of outgoing letters, memoranda, studies, reports,
directives, policies, & other materials related to the
administration of the agency.*

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☒ OTHER SPECIFY *Alphabetical by Subject*

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY
1/3
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1/3
NUMBER

11. FILE US USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
1
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
all agencies

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)
☒ YES ☐ NO
*decision of originator
of files*

18. RECOMMENDED RETENTION
as per schedule
942

19. NAME AND TITLE OF PREPARER *CKeeman* 20. TELEPHONE NUMBER *3755* 21. DATE *9/22/88*

1. DEPARTMENT/AGENCY
DEPRM

2. DIVISION
Administration

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE
UNOFFICIAL PERSONNEL FILES

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands + disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY
11/10
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1/8
NUMBER

11. FILE US USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
2 MONTH(S) ☒ YEAR(S)
NUMBER *after emp. termination*

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
all agencies

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☒ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
☒ YES ☐ NO
last name of employee

18. RECOMMENDED RETENTION
as per schedule

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
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AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY *DEPRM* 2. DIVISION *Administration* 3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE *LEAVE AND TIME SHEETS* 5. EARLIEST YEAR/LATEST YEAR _____ TO _____

6. RECORD SERIES DISCIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
*Office copies of employees' annual leave &
daily time recordings (bi-weekly copies of time-
sheets + computer bi-weekly printouts)*

7. RECORDS SERIES FORMST(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER SPECIFY _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER SPECIFY <i>1/10</i> NUMBER
		10. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REELS(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>1/10</i> NUMBER

11. FILE US USED ☐ DAILY ☒ WEEKLY ☐ MONTHLY 12. FILES BECOME INACTIVE AFTER
_____/_____/_____
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
all agencies 14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☒ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s)) 16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)
☒ YES ☐ NO
Last name of employee 18. RECOMMENDED RETENTION
as per schedule

19. NAME AND TITLE OF PREPARER *AKleeman* 20. TELEPHONE NUMBER *3755* 21. DATE *9/22/88*

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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DEPRM

2. DIVISION

Administration

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

BUDGET RECORDS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Annual Budget Submissions
Monthly Budget Printouts
Workpapers

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

2
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

all agencies

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

as per schedule

19. NAME AND TITLE OF PREPARER

C. Keenan

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

1. DEPARTMENT/AGENCY
DEPRM

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Administration

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE
GENERAL ACCOUNTING RECORDS

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files contain office copies of:

goods recd memoranda
billing invoices
expense/travel reports
requisitions
petty cash vouchers

mileage reports
direct payment forms
paid bills
ticket books
purchase orders
deposit slips
receipt books

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY _____
1/4
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY) _____
1/3
NUMBER

11. FILE US USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
3 MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
all agencies

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
as per schedule

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

FIXED ASSET FILE

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Fixed asset printouts (including vehicles)
IRA forms (office copy)
Lost/Stolen forms (office copy)
Surplus forms (office copy)
Transfer forms (office copy)

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES

☐ NO

15. ACCESS RESTRICTIONS

☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

describe and hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME/AND TITLE OF PREPARER

OKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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Western & Eastern Regions

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

VOLUNTARY DESTRUCTION AGREEMENT FILES TO

5. EARLIEST YEAR/LATEST YEAR

6. RECORD SERIES DISCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The receipts for samples obtained to determine
compliance with Maryland food laws & plans
for voluntary embargoes.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

5

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Regions, Health Care Facilities

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

by Facility

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
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REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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AGENCY RECORDS INVENTORY

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3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

PUBLIC SCHOOLS - All File Items

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*a. Drawings & plans
b. Food Service inspection reports
c. notice of detention
d. water sample reports
e. correspondence, equipment specs
f. physical plant inspection reports*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY
1
NUMBER

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
2
NUMBER

11. FILE US USED

☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

5 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)
*Eastern & Western Regions
Health Care Facilities; Air Quality*

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

by Facility

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

DAY CARE CENTER FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

** only the following items*
2. h. environmental report
j. water sample report

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

5

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Western + Eastern Regions
Health Care Facilities

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

by Facility

18. RECOMMENDED RETENTION

as per schedule 842
except retain water sample
report for 3 years

19. NAME AND TITLE OF PREPARER

CKeeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

C637

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

INSPECTIONS OF NONPUBLIC SCHOOL FACILITIES TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*This file documents the inspection of school buschones
but may include buildings + grounds, classroom +
sanitary facilities*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL☐ NUMERICAL☐ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)☐ OTHER SPECIFY31/2
NUMBER

10. VOLUME

☒ FILE DRAWER(S)☐ MICROFILM REELS(S)☐ COMPUTER TAPE(S)☐ OTHER(SPECIFY)5
NUMBER

11. FILE US USED

☐ DAILY☒ WEEKLY☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

3
NUMBER☐ MONTH(S)☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)
*Western + Eastern Regions
Health Care Facilities*

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES☒ NO15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE☐ STATE☐ FEDERAL☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)

☒ YES ☐ NO*by Facility*

18. RECOMMENDED RETENTION

as per schedule

842

19. NAME AND/TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
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WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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2637
AGENCY RECORDS INVENTORY

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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Inspections of Prison Food Service Facilities

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Food Service Inspection Form

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office
*Western & Eastern Regions
Health Care Facilities*

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s)

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

by Facility

18. RECOMMENDED RETENTION

as per schedule

842

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
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WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

RODENT CONTROL SURVEYS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files include:

- a. Rodent Survey Inspection Forms
- b. Educational Material
- c. Follow-Up Studies
- d. Progress of Extermination Reports

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Eastern & Western Regions
Health Care Facilities

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

by location

18. RECOMMENDED RETENTION

3 years

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
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3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

FUMIGATION RECORDS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Notice of sealed home, trailer or boat for
fumigation purposes; also follow-up
inspection report.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILES BECOME INACTIVE AFTER

2
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Eastern + Western Regions

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME AND TITLE OF PREPARER

OKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
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1. DEPARTMENT/AGENCY <i>DEPRM</i>	2. DIVISION <i>Regional Community Serv., Air Quality & Water mgmt., Water Quality & Resource mgmt</i>	3. UNIT
--------------------------------------	--	---------

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE <i>Water Supply & Testing Files</i>	5. EARLIEST YEAR/LATEST YEAR ____/____
--	---

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series) <i>Bacteriological drinking water reports, Drinking water analysis reports, Well water analysis reports, Field record of bacteriological drinking water, Drinking water lab test results, State of Md. well completion reports, and any related memos or correspondence.</i>
--

7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>1</i> NUMBER
		10. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>3</i> NUMBER

11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <i>1</i> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
--	---

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <i>401 Bosley Avenue - Rm 404 4th Floor Towson, Md.</i>	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If Yes, Specify Agency or Office)
---	---

15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
--	---

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION <i>Permanent as these records are not duplicated elsewhere and are needed to track ongoing drinking water trends and problems.</i>
---	---

19. NAME AND TITLE OF PREPARER <i>Cathy Kleeman</i>	20. TELEPHONE NUMBER <i>887-3755</i>	21. DATE <i>9/22/88</i>
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INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

2637
AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

see #13

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

SPECIAL FOOD SERVICE PERMIT FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

One-time short lasting permit for a food service
facility. Inspection + information for proper
sanitation are noted.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office
Western + Eastern Regions
Health Care Facilities

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

by Facility

18. RECOMMENDED RETENTION

as per schedule
842

19. NAME AND TITLE OF PREPARER

AKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

SEE #13

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

FOODBORNE ILLNESS INVESTIGATION FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

a. Foodborne Poisoning Report
b. Investigation of Foodborne Outbreak Report

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

5
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Eastern + Western Regions
Health Care Facilities

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(If yes, cite law(s) & regulation(s))

patient information

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

Facility name

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

2637
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

see #13

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

AIR QUALITY CONTROL SITE INFORMATION FILES

5. EARLIEST YEAR/LATEST YEAR

TO _____

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- a. National Air Monitoring Site Report
- b. Air Sampling Station Site Form
- c. Air Monitoring Location Survey
- d. Plots, correspondence, documents of site

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY)

PLAT SIZE folded to
letter size

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

1 1/2
NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

5
NUMBER

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

15

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Health Care Facilities - Hannah Home; Air Quality

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☒ NO

18. RECOMMENDED RETENTION

as per schedule 842

SITE OR BLDG NAME

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

2637
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

see #13

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED/AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

COMPLAINT FILE

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Three-part form - workcopy (white); file copy (yellow);
radio room copy (pink)

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office
Eastern Region, Western Region; Health Care Facilities
Waste Management

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

over

19. NAME AND TITLE OF PREPARER

CKeeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

Depending on the type of complaint -

Ordinary type (e.g. weeds, rodents, etc.) - 3 years after closing, as in schedule

More serious complaints, e.g. discharging sewage into stream, other types of pollution or environmental hazards should be kept at least 5 years after the problem is corrected.

INSTRUCTIONS TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Bureau of Air Quality and Waste Mgmt.

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Complaint Control Log (Master + Division copies)

5. EARLIEST YEAR/LATEST YEAR

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Registration of Complaints called in or received in correspondence
logged in by consecutive numbers, date, and person making
complaint.
Log is then updated with inspector assigned to complaint,
location & general nature of complaint.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☒ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL
☒ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1/10
NUMBER

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1/3
NUMBER

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm 404 - 401 Bosley Ave.
Towson, Md.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO
logged in numerically & by date

18. RECOMMENDED RETENTION

Permanently.
Negotiate for more copies reasonable
3 yrs. master & other
logs OK

19. NAME AND TITLE OF PREPARER

Cathy Kleiman

20. TELEPHONE NUMBER

887-3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY *DEPRM* 2. DIVISION *See #13* 3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE *RESTAURANT & FOOD SERVICE FACILITIES INSPECTION FILES* 5. EARLIEST YEAR/LATEST YEAR _____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
*a. Request for Liquor License
b. Water Sample Reports
c. Frozen Desserts Inspection Reports
d. Food Service Inspection Reports
e. Observation Sheets
f. Notice of detention or embargo
g. correspondence, equipment specification
h. drawings & plans transferred from New Estab. Constr. Files*

7. RECORDS SERIES FORM(S) 8. RECORDS SERIES SEQUENCE 9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☒ ALPHABETICAL ☒ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ NUMERICAL ☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ CHRONOLOGICAL ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ GEOGRAPHICAL ☐ OTHER SPECIFY
☒ OTHER(SPECIFY) *folded plans* ☐ OTHER SPECIFY
11/3
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
3
NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED ☒ DAILY ☐ WEEKLY ☐ MONTHLY 12. FILES BECOME INACTIVE AFTER
3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency or office) ☐ YES ☒ NO
*AIR QUALITY, HEALTH CARE, EASTERN REGION,
WESTERN REGION*

15. ACCESS RESTRICTIONS ☐ YES ☒ NO 16. AUDIT REQUIREMENTS
(If yes, cite law(s) & regulation(s)) ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software) ☒ YES ☐ NO
has premise or site 18. RECOMMENDED RETENTION
as per schedule
OVER

19. NAME AND TITLE OF PREPARER *CKleeman* 20. TELEPHONE NUMBER *3755* 21. DATE *9/22/88*

Air Quality keeps these records in the premise file.

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Bureau of Water Quality & Resource
Management, Air Quality & Waste Management

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

New Establishment Construction Files

5 EARLIEST YEAR/LATEST YEAR

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Contain all drawings of layouts, plumbing & photo + plans of
new, planned construction. Also could
include any relevant equipment and its specifications,
request for occupancy upon completion and all correspondence,
inspection reports. All served by private water & sewer service,
if the records are also maintained in Water & Sewer Division's "Special" file
Becomes # 20 when permit is granted.

7. RECORDS SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☒ OTHER (SPECIFY)
Subdivision Name + lot #

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
6
NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

- ☒ FILE DRAWER(S)
59
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm. 404 - 401 Boyly Avenue
Bowie, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- ☒ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

incorporated into #20
? (Restaurant & Food Service Facilities
Inspection Files)
microfilm - retain film 30 yrs.
in office.
MORE

9. NAME AND TITLE OF PREPARER

Cathy Kleeman

20. TELEPHONE NUMBER

887-3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY *DEPRM* 2. DIVISION *see #13* 3. UNIT _____

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE *MOBILE HOME PARK INSPECTION FILE* 5. EARLIEST YEAR/LATEST YEAR _____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Inspections & complaints are documented by this file
which contains:
a. Application for Trailer Park Permit
b. State License to operate a Mobile Home Park
c. Mobile Home Park inspection sheet
d. Complaint Form / 1st notice of violations, abatement order &
Final Notice*

7. RECORDS SERIES FORMST(S) 8. RECORDS SERIES SEQUENCE 9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☒ ALPHABETICAL ☒ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ NUMERICAL ☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ CHRONOLOGICAL ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ GEOGRAPHICAL ☐ OTHER SPECIFY
☐ OTHER(SPECIFY) ☐ OTHER SPECIFY
13/4
NUMBER
10. VOLUME
3
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE US USED 12. FILES BECOME INACTIVE AFTER
☐ DAILY ☒ WEEKLY ☐ MONTHLY *3* ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency or office) ☐ YES ☒ NO
Eastern & Western Regions

15. ACCESS RESTRICTIONS ☐ YES ☒ NO 16. AUDIT REQUIREMENTS
(If yes, cite law(s) & regulation(s)) ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software) 18. RECOMMENDED RETENTION
☒ YES ☐ NO *as per schedule*
by location *842*

19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE
CKleeman *3755* *9/22/88*

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Recreational Hygiene

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

SWIMMING POOL FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Along with the forms regulating use of swimming pools
are the following:

- a. Licensing & Inspection Forms
- b. Application for Permit to Operate a Public Swimming Pool
- c. Application for Public Swimming Pool Operator & Lifeguard
- d. Public Pool Closure Form
- e. Specification Sheet & Followup Inspection
- f. Swimming Pool Weekly Operating Record
- g. Various Licenses & Permits
- h. Bacteriological Report on Swimming Water

7. RECORDS SERIES FORM(S)

- ☒ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER SPECIFY

9. VOLUME

- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER SPECIFY

11/10

NUMBER

10. VOLUME

- ☒ FILE DRAWER(S)
- ☐ MICROFILM REELS(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

1/2

NUMBER

11. FILE US USED

- ☐ DAILY
- ☒ WEEKLY
- ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

- ☐ MONTH(S)
- ☒ YEAR(S)

3

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Western Region

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- ☐ YES
- ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

- ☒ YES ☐ NO

by location

18. RECOMMENDED RETENTION

as per schedule
842

19. NAME AND TITLE OF PREPARER

C. Keeman

20. TELEPHONE NUMBER

9/22/88

21. DATE

3/55

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

AIR QUALITY

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

PREMISE FILE

5. EARLIEST YEAR/LATEST YEAR

TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*a. Premise Inspection Checklist
b. Permits to Operate
c. Plans & Drawings
d. Correspondence & Memos*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY)

*plans folded to
letter size*

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY _____

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY _____

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY) _____

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER *after bldg is destroyed*

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Air Quality

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

by site or bldg name

18. RECOMMENDED RETENTION

*as per schedule 842
over*

19. NAME AND TITLE OF PREPARER

CKleemen

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

Air Quality maintains these premium files even after building is destroyed because they are important in court cases. The material takes up approximately 3 file drawers (both current and old together).

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

AIR QUALITY

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

REGISTRATION CARD FILES

5. EARLIEST YEAR/LATEST YEAR

_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

* not a "card file"
computerized printout from State, received every
6 months; the State builds this information from
data fed to them by the County

7. RECORDS SERIES FORMST(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY)

computer printout

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Air Quality

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

by premise name

18. RECOMMENDED RETENTION

as per retention schedule
642

19. NAME AND TITLE OF PREPARER

Chleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

see #13

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

DATA Report Files

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

a. Air Monitoring Summary
b. Environmental Protection Agency Summaries

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

project completed

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Courts Bldg 46; Air Quality

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(If yes, cite law(s) & regulation(s))

Freedom of Information

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

by site or premise name

18. RECOMMENDED RETENTION

as per schedule 842

19. NAME AND TITLE OF PREPARER

Chleeman

20. TELEPHONE NUMBER

3755

21. DATE

7/22/88

0677

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

AIR QUALITY

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

OPEN BURNING PERMITS LOG

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Arranged by permit number & includes date
issued, date expired, name, investigation,
location, nature, & purpose.
approve approximately 200/year

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

AIR QUALITY

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

Chronological / permit no.

18. RECOMMENDED RETENTION

see 842

19. NAME AND TITLE OF PREPARER

CKeemen

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

0637

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEPRM

AIR QUALITY

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

APPLICATION FOR USE OF OPEN FIRES

TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Includes site inspections, property sketches, restrictions
& signature of Health Officer.

7. RECORDS SERIES FORMST(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME

☒ LETTER SIZE ☐ MICROFILM

☒ ALPHABETICAL

☒ FILE DRAWER(S)

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ NUMERICAL

1/10
NUMBER ☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY

☐ BOUND BOOK ☐ FLOPPY DISK

☐ CHRONOLOGICAL

10. VOLUME

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ GEOGRAPHICAL

☒ FILE DRAWER(S)

☐ OTHER(SPECIFY)

☐ OTHER SPECIFY

1/12
NUMBER ☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

AIR QUALITY

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

location

18. RECOMMENDED RETENTION

File closed out yearly;
records retained 2-3 years

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY *c 637*

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

AIR QUALITY

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

AIR QUALITY PROJECT FILES

5. EARLIEST YEAR/LATEST YEAR

TO _____

6. RECORD SERIES DESCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Forms, correspondence, & notes concerning large
ongoing projects such as fuel, sampling, vapor
recovery, open burning, & vehicle emissions.*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

AIR QUALITY

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

By site or premise

18. RECOMMENDED RETENTION

*3 years after project
ends
longer if it was a potentially
dangerous or environmentally
hazardous project*

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEPRM

Water + Sewer

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Scavenger Permits

TO

6. RECORD SERIES DISCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Permits issued to scavengers (businesses that clean
out septic systems).

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

11/10
NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

1/2
NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

3
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

5 years

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

C. Kleeman

3755

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Water + Sewer

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Comments on Zoning Variances

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Departmental comments on applications for zoning
variances. Record consists of a copy of the request
+ department comments.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

5

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

Planning + Zoning maintains
originals

☒ YES

☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

location

18. RECOMMENDED RETENTION

5 years

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
DEPRM

2. DIVISION
Water + Sewer

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE
Sanitary Survey Files

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Surveys done at request of concerned people regarding the extension of public water + sewer into an area. Determines whether systems should be extended for public health reasons (e.g. failing septic, contaminated groundwater).

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
5
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY _____

10. VOLUME
15
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY) _____

11. FILE US USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
NUMBER ☐ MONTH(S) ☐ YEAR(S)
sewer/water extension completed

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
☒ YES ☐ NO
by area

18. RECOMMENDED RETENTION
2 situations:
① public water + sewer is extended into area - retain 10 yrs after project completed 5 yrs in office, 15 yrs in records
② not extended - surveys should be maintained 15 yrs - 5 yrs in office 10 in Records Retention

19. NAME AND TITLE OF PREPARER
C Kleeman

20. TELEPHONE NUMBER
3755

21. DATE
9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
DEPRM

2. DIVISION
Water + Sewer

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE
PERCOLATION TEST FILES

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

a. Application for Enclosure to Permit Percolation Test
b. Test Results + ~~Percolation~~ DEPRM minimum recommendations
c. Changes of Recommendations
d. Certificate of Compliance
e. Scale Drawing Request
f. Hill Pump Form

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☒ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
3/4
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY _____

10. VOLUME
8
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY) _____

11. FILE US USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
5
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)
☒ YES ☐ NO

18. RECOMMENDED RETENTION
as per schedule

location

842

19. NAME AND TITLE OF PREPARER
Chleeman

20. TELEPHONE NUMBER
3755

21. DATE
9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Water & Sewer

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Commercial Files

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Along with percolation tests, engineers plans for sewage &
waste water are required. All percolation spot information,
plans for drinking water & construction are included
along with memos & correspondence.

Note: the Division Chief maintains that this item & NEW ESTABLISHMENT
CONSTRUCTION FILES are the same thing

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☒ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

(1) after ^{NUMBER} permits granted (2) Never *

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES

☐ NO

parts in Electrical inspection, plumbing map, A.O.U.M.

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

* See note on NEW ESTABLISHMENT
CONSTRUCTION FILES

location address

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

1. DEPARTMENT/AGENCY
DEPRM

2. DIVISION
Water & Sewer

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE
MAJOR SUBDIVISION FILES

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Required form for development of more than ²⁴ lots of subdivided land. Long-term sewage plans for waste water & potable water are included. There are folded plats, drawings, & correspondence.

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☒ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
3 1/2
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY _____

10. VOLUME
6
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY) _____

11. FILE US USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
NUMBER *depends on file* ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
☒ YES ☐ NO
by subdivision

18. RECOMMENDED RETENTION
retain ~~for~~ in office until subdivision is built out (could be 20 years or more) then put on microfilm or microfiche - these files are referred to for many years

19. NAME AND TITLE OF PREPARER
C Kleeman

20. TELEPHONE NUMBER
3755

21. DATE
9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY *DEPRM* 2. DIVISION *Waste Management* 3. UNIT _____

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE *Permits* 5. EARLIEST YEAR/LATEST YEAR _____ TO _____

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
*Applications/permits to operate or maintain underground storage tanks,
demolitions, refuse haulers, etc.
These permits may be for short-term activities (overnight) or
long-term (3 years)*

7. RECORDS SERIES FORMST(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY) _____

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER SPECIFY _____

9. VOLUME
1/3
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY _____

10. VOLUME
1
NUMBER ☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY) _____

11. FILE US USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILES BECOME INACTIVE AFTER
5
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
416

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)
☒ YES ☐ NO
permit holder

18. RECOMMENDED RETENTION
*5 years after permit expires
in office;
indefinitely on microfiche*

19. NAME AND TITLE OF PREPARER *Okleeman* 20. TELEPHONE NUMBER *3755* 21. DATE *7/22/88*

INSTRUCTIONS -- TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEPRM

Waste Management

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

WASTE DISPOSAL FACILITIES FILES

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Included in this file series are:

- a. Chemical Analysis of Streams & Waste Waters
- b. Bacteriological Examination of Streams & Waste Waters
- c. Sanitary Landfill Inspection Form
- d. Scavenger Dumping Report

7. RECORDS SERIES FORMST(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME

☒ LETTER SIZE ☐ MICROFILM

☒ ALPHABETICAL

☒ FILE DRAWER(S)

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ NUMERICAL

☐ MICROFILM REEL(S)

☐ BOUND BOOK ☐ FLOPPY DISK

☐ CHRONOLOGICAL

☐ COMPUTER TAPE(S)

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

☐ OTHER(SPECIFY)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

12. FILES BECOME INACTIVE AFTER

☐ DAILY

☒ WEEKLY

☐ MONTHLY

3
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

18. RECOMMENDED RETENTION

3 years in office
and retained 15 years, then
placed on microfilm

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

CKeeman

3755

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
DEPRM

2. DIVISION
Waste Management

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Complaint Investigation Files

5. EARLIEST YEAR/LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Original complaint & follow-up reports
documents relating to the investigation*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER *depends on investigation*

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS

☐ YES

☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

by location

18. RECOMMENDED RETENTION

*3 years after investigation
Completed*

19. NAME AND TITLE OF PREPARER

CKleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Sediment Control

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

SUBDIVISION FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files consist of sediment control plans for subdivisions,
inspection reports, complaints, enforcement actions.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

folded plats

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

1/3

NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

2/3

NUMBER

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

after subdivision
is built out

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

COB

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

location

18. RECOMMENDED RETENTION

For 1 year after subdivision is
built out (statute of limitations
runs out & they have no more
enforcement authority)

19. NAME AND TITLE OF PREPARER

CKeeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Sediment Control

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

SEDIMENT CONTROLS PLANS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Plans review & approval - evaluates & makes comments
on sedimentary control plans.

This process was begun Feb 88. They have not yet determined
a retention schedule.

7. RECORDS SERIES FORMS(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

projected
1/2

NUMBER

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

none

NUMBER

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

NUMBER

☐ MONTH(S)

☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

Chesman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

SEDIMENT CONTROL

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

SECURITY BOND FILES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Retains copy of letter of credit, passbook, certificate
of deposit, or certified check along with copy of
permit. Records disposition of security when the
account is closed.*

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER *after account is closed*

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

COB

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

permit no.

18. RECOMMENDED RETENTION

20 years after account closed

5 in office

15 in records retention

over ->

19. NAME AND TITLE OF PREPARER

C. Keenan

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

This process is about to be computerized. Once the information is on computer, records should be retained 5 years in office (actual files) then discarded. The remainder of the 20 years can be retained on computer disk.

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
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WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Storm Water Mgt.

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

Project Files

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

These files consist of plats & plans relating to storm
water management. Inspection reports are filed every
3 years indefinitely.

7. RECORDS SERIES FORM(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

folded plats

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REELS(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

never

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

416

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

location

18. RECOMMENDED RETENTION

over

19. NAME AND TITLE OF PREPARER

Chesman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

Since these files must be retained indefinitely,
the division would like to put them on
microfiche so that they can have quick access.

The files must be retained even after the
development no exists (if it goes out of existence)
because the plans affect the surrounding area.

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

C637
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

DEPRM

2. DIVISION

Recreational Hygiene

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

RED CROSS SWIM WATER SAMPLES

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Muddy water samples from public beaches

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

3/4
NUMBER

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

2 1/2
NUMBER

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Recreational Hygiene

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES ☐ NO

Beach site name

18. RECOMMENDED RETENTION

see note on back of WATER
QUALITY EMERGENCY FILES

19. NAME AND TITLE OF PREPARER

A Kleeman

20. TELEPHONE NUMBER

3755

21. DATE

9/22/88

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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637
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEPRM

Eastern + Western Regions

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Camp + Beach Inspection Files

TO

6. RECORD SERIES DESCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

These files contain:

- a. Inspection sheets
- b. Camp Facilities Inspection Sheets
- c. Water Samples + Chemical Analysis Reports
- d. Correspondence Reports

7. RECORDS SERIES FORM(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME

☒ LETTER SIZE ☐ MICROFILM

☒ ALPHABETICAL

☒ FILE DRAWER(S)

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ NUMERICAL

☐ MICROFILM REEL(S)

☐ BOUND BOOK ☐ FLOPPY DISK

☐ CHRONOLOGICAL

☐ COMPUTER TAPE(S)

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

☐ OTHER(SPECIFY)

☐ OTHER SPECIFY

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE US USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

Eastern + Western Regions, Recreational Hygiene

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe and hardware/software)

☒ YES

☐ NO

Facility name

18. RECOMMENDED RETENTION

as per schedule, except for
C. Water samples
see note on back of Water
Quality Emergency Files

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

CKleeman

3755

9/22/88